

CIA Librarian

6 April 1960

Chief, Document Division

Servicing Requests from the Army, Navy, Air Force and State for  
Additional Copies of NIS Elements

1. Requests from the Army, Navy, Air Force and State for additional copies of NIS elements are usually received by the CIA Library and passed to the Document Division for servicing. The Document Division passes the requests to the Records Center indicating the proper address to which the additional copies should be sent.

25X1

2. [ ] of the CIA Library and representatives of OBI and Records Center agree that the extra step of channelling requests of this type can and should be eliminated.

3. It is proposed, therefore, that effective 18 April 1960, the requests from the USIB Agencies of Army, Navy, Air Force and State for copies of NIS elements be handled directly by the CIA Library and Records Center.

4. If you concur with this proposal, please sign a copy of this memorandum in the space provided and return.

25X1

[ ]

Concurrence: 25X1

[ ]

OCR/gmm

Orig & 1 - Addressee  
2 - Chief/DD 25X1  
1 - OBI [ ]  
1 - Records Center [ ] 25X1  
1 - DD/AB/SS  
1 - Chrono